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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed Memorandum to the Executive Director  
Regarding Secretarial Study

85-0953

FROM

EXTENSION

NO.

OIT-9622-85

Chairman, Secretarial Task Force  
1B24 HQS

DATE

18 March 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.  
ED/ DDA  
7D18 HQS

18/3

20

2.  
ADDA

M

3.  
DDA

18 MAR 1985

2

4.  
DDA Reg (file)

21 March

2

5.

6.  
cc: DDA/CMS22 d on  
31/8/85  
31/20

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FORM  
1-79

610

USE PREVIOUS  
EDITIONS

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GPO : 1983 O - 411-632

DD/A Registry

85-0953

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OIT- 9622-85  
18 MAR 1985

MEMORANDUM FOR: Chief, Career Management Staff, DO

25X1 FROM:

[REDACTED]  
Chairman, DA Secretarial Task ForceSUBJECT: Proposed Memorandum to the Executive Director  
Regarding Secretarial Suggestion

25X1 1. As discussed with [REDACTED] of your Staff, I have  
empathy for the plight of our long suffering secretarial  
personnel as outlined in the 1984 PMCD study. The DA Task Force,  
which I chaired, endorsed many of the findings of the study and  
suggested several other steps be taken to reduce or eliminate  
25X1 problems associated with the secretarial career field. [REDACTED]

25X1 2. In regard to the two issues discussed with [REDACTED]  
Mr. Fitzwater has authorized me to provide the following:

a. Add one level to the secretarial grade pattern  
(Option I of PMCD 1984 Secretarial Survey). The DA Task  
Force endorsed the implementation of Option I as an interim  
step toward a more comprehensive solution to the grade  
suppression problem. Implementing this option in an  
expeditious manner is, therefore, supported and may be so  
conveyed to the Executive Director.

b. Stipends for maintenance of shorthand - The DA Task  
Force recognized that the shorthand issue is of continuing  
concern to managers and secretaries alike. For that reason,  
the Task Force suggested that a clear policy statement be  
issued regarding its retention as a viable secretarial  
skill. While the payment of a stipend may ensure that the  
skill continues to receive attention, it is not so clear what

25X1  
25X1 [REDACTED] CONFIDENTIAL [REDACTED]

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25X1 impact such a policy would have on the Agency's budget, the  
ability to manage such a program, or on the morale of those  
not receiving the award. Until such time as those, and other  
issues concerning the proposal are addressed, the DA could  
not support its implementation. The DA would, however,  
endorse a study of the proposal. [REDACTED]

25X1 3. Your initiative in bringing these secretarial issues to  
the attention of the Executive Director is commended, and I would  
be most happy to participate in future discussions on the  
subject. [REDACTED]

25X1  
cc: DDA  
C/DNG/OIT

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